**Room Only Accommodation Agreement**

**(Boarders & Lodgers)**

## An agreement to rent accommodation

at (the premises)

made on (date) 20

1. Name of occupant: Family Name Given Names
2. Name of occupant: Family Name Given Names

Name of Accommodation Provider:

Family Name Given Names

Address of landlord if not the same as above at ‘the premises’:

Accommodation providers contact phone number:

## The Accommodation Provider Agrees To:

* Pay rates, taxes, telephone rental and maintenance (if the home owner)
* Provide and maintain the premises in good order and condition

## Allow the occupant access to and use of the bedroom (as inspected) and: ( applicable)

* Kitchen  Family Room
* Laundry  Bathroom/toilet
* Garage  Pool/Garden
* Other (describe)

**Provide the following additional services at no extra charge**:

* Breakfast  Lunch
* Dinner  Ironing
* Laundry  Cleaning
* Other (describe)

## Allow the occupant:

* Privacy and unconditional access to the room and described facilities.

**Provide:** ( appropriate)

* Room key No of keys:  House key No of keys:

## The Occupant (named above) Agrees To Pay:

* Security deposit of $ on (date) (To be no more than 4 weeks rent)
* Board of $ / week commencing on (date) and each (week/fortnight) thereafter. (No more than 2 weeks in advance)
* The cost of telephone calls made by the occupant (if appropriate)
* Gas, electricity and water charges if renting room only (normally inclusive in full board arrangements). % of the account; **or** $ per week.

## The occupant also agrees to:

* Abide by the terms of this agreement until (date agreement ceases) unless it is broken earlier by a minimum of 2 weeks notice by either party.
* Respect the rights of the accommodation provider by:
  + Not damaging the room or the premises
  + Using the room for personal use only
  + Maintaining own bedroom in a reasonably clean and orderly state
  + Paying board on time

## The Accommodation Provider and occupant each agree:

1. A property inspection report on the premises shall be compiled by the accommodation provider at the beginning of the occupation and signed by both parties.
2. To inspect the premises on the day that the occupant vacates.
3. To provide a minimum of 2 weeks notice for vacating the property.
4. The security deposit will be placed into an authorised financial institution. The deposit shall be returned at the end of this agreement, less any agreed costs for any due rent/damages/bills.
5. Permission will be obtained before entering rooms designated for the exclusive use of the accommodation provider or occupant.
6. The premises and the property of other housemates will be treated with appropriate care.
7. Illegal, unlawful or unsociable activities will not be undertaken on the premises.
8. All common areas will be kept in a reasonably clean and orderly state.
9. Excessive noise and other disturbances will not be created.
10. All difficulties in the house will be openly discussed to try and reach a mutually satisfactory resolution.
11. To abide by any other conditions as attached. (Signed and dated by all parties).

## Signatures:

Occupant (1) Date

Occupant (2) Date

Accommodation Provider Date

**A copy of the agreement must be provided to all signatories.**